

CONSTRUCTION INSPECTION SUPERVISOR

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Code Inspection Supervisor performs difficult technical and intermediate administrative code enforcement work to secure and maintain compliance with ordinances and regulations relating to building, plumbing, electrical, mechanical codes, fire and safety, and health within the City. The employee is responsible for the supervision and oversight of staff that conducts field inspections of construction projects and fire protection systems to ensure compliance with codes, City ordinances and approved plans, permits and specifications. The employee conducts independent field inspections, prepares information for court cases, and testifies in court when necessary. The work requires contact with construction project managers, property owners, and other members of the public to explain construction and fire protection requirements, codes, laws, permits, and standards. Communication requires cooperation, persuasion and diplomacy. Supervisory duties involve coaching and training employees to conduct field inspections and approvals in a thorough, consistent, and timely manner. The work requires moderate physical effort under somewhat disagreeable working conditions due to stress. The employee's work is subject to functional policies and goals under general managerial direction of the Chief of Inspection Services and has serious impact relative to code compliance and public safety.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assigns and directs the work of construction and fire code field inspectors; provides technical assistance, guidance, direction, and training to staff regarding the application of codes, ordinances, permits, policies, and procedures covering all types of construction, fire protection systems, and permits; assembles data and reports to measure workload and performance; coordinates effectively with other divisions and departments; encourages teamwork and excellent customer service.
- Reviews approved permits; conducts field inspections as necessary to monitor compliance; and, takes the appropriate action necessary in cases of non-compliance.
- Confers with and advises contractors, property owners, architects, and the general public regarding code requirements and solutions to problems.
- Investigates and resolves citizen complaints regarding code violations including working without permits and substandard construction.
- Maintains up to date knowledge of construction methods, fire protection systems, codes and materials by attending seminars and classes, by independent study, and by internet instruction.
- Maintains accurate documentation records of inspection results for all types of permits; reviews violation notices and/or stop-work orders that are sent to property owners in order to obtain compliance with City codes.
- Oversees the issuance of orders and citations; the gathering of evidence,; and the preparation of cases for court/appellate consideration; and testifies in court as issuing officer and expert witness.
- Participates in the provision of inspection assistance for after-hours emergencies to assess damage and authorize safe reconnection of electrical service to all structures damaged by fire or other means.
- Requires a proactive approach to monitor and improve procedures, and use related technologies to effect process improvements where necessary.
- Maintains files for fire code violations.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

An Associate of Arts Degree in a field related to building construction or fire protection and three years of experience in the building construction trade industry. Possession of State of Maryland Industrialized Building Inspectors certification and certification by ICC or BOCA as a Building General Inspector, and as an One and Two Family Dwelling Inspector. Driver's license required.

Knowledge, Skills and Abilities:

- Knowledge of and ability to interpret building, fire, and life safety codes and ordinances.

- Ability to read and interpret, as applicable to inspection, construction plans and plans for fire protection systems.
- Considerable knowledge of City permitting requirements related to BOCA and the ICC Building, Mechanical, and Plumbing Code, the National Electrical Code, the One and Two Family Dwelling Code, and the Fire Codes;
- Knowledge of the methods, materials, and techniques involved in all types of building construction, repair, and alteration.
- Knowledge of modern principles and techniques of fire prevention and fire safety. Thorough understanding of the possible flaws and defects in building construction and related trades, and of the stages of construction whereby possible defects and code violations may be detected and corrected during inspection.
- Knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements. Ability to inspect fire hazards and determine methods of eliminating hazardous conditions.
- Knowledge of supervisory principals and practices and ability to plan and organize work carried out by skilled inspectors in a manner conducive to full and timely inspection of all required work.
- Working knowledge of contractor licensing regulations.
- Ability to establish and maintain effective working relationships with contractors, property owners, and the general public while under difficult and possibly contentious circumstances.
- Ability to read and interpret all types of permits and convey concise and accurate explanations of various ordinances, regulations, and rulings and the reasons therefore.
- Ability to determine potential fire hazards and determine methods of eliminating hazardous conditions.
- Ability to prepare reports, memoranda and other data.